



DEPARTMENT OF THE ARMY
Headquarters, 1st Brigade, 1st Armored Division
UNIT 21104, RAY BARRACKS
APO AE 09074



AETV-THN-CO (600-20)

28 June 2005

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy Letter #18, Control of Military/Family Member Identification Cards

1. **Background.** A Military, DA Civilian or Family Member identification card issued by a Department of Defense (DoD) agency is a very powerful item and must be safeguarded. Soldiers, DA civilians, and Family Members have an obligation to safeguard their military identification.

- a. Department of Defense identification is not personal property. It is government property.
- b. A DoD ID card can be used to gain access to posts around the world and can be used to cause great damage.
- c. Personnel issued a DoD ID card who are negligent in safeguarding that ID, especially if it can be proved that they sold that DoD ID card, may be subject to action under the Uniform Code of Military Justice and/or the United States Federal law.

2. **Policy.** Effective immediately, the following policy applies to all military personnel falling under the 1st Brigade special court-martial jurisdiction, military dependents and DoD civilians under my supervision.

- a. Personnel who have been issued a DoD ID card may under no circumstance surrender that card with the intent to abandon it.
- b. Cardholders may not surrender the DoD ID card to gain entry to a bar or club. Military personnel may not patronize clubs that demand a DoD ID in exchange for entry or purchase of alcohol.
- c. Cardholders may not use the DoD ID card as collateral in order to be extended credit (examples include: running a bar tab or paying for a taxi ride). However, the DoD ID card may be surrendered temporarily for review as an identification document.
- d. Selling or giving a DoD Identification card to a person who is not authorized to possess it is strictly prohibited and is a federal offense.
- e. Loss or theft of a DoD Identification Card. Incidents of loss or theft of a DoD Identification card will be reported immediately to the Military Police and to the chain of command. The following counseling requirements apply to all military personnel, dependents and DA civilians:

(1) First time loss of an ID card will result in an oral counseling by the cardholder's immediate supervisor.

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(2) Second time loss of an ID card requires a written counseling or other appropriate action by the company commander or 1SG prior to reissue of the card by personnel services.

(3) Third and subsequent losses of an ID card requires written counseling by a CSM or Field Grade officer prior to reissue of the card by personnel services.

(4) Repeated loss of a DoD ID card may result in action under the UCMJ, loss of command sponsorship and other punitive actions.

f. I hereby withhold authority over all incidents of loss, sale or surrender of three or more military identification cards by a military service member.

3. **Punitive.** Failure to comply with this policy letter is punitive and violations may be punished under Article 92, Uniform Code of Military Justice for violating a lawful order. Nothing in this policy is intended to conflict with existing laws and regulations governing the handling and disposal of DOD Identification Cards.

4. Commanders will ensure that all military personnel and DA civilians are briefed on this policy.

READY FIRST!

//s//
SEAN B. MacFARLAND
COL, AR
Commanding

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